

Guidelines for Doctoral Students at the Department of International Business, National Chengchi University

Revised and passed in the Department Affairs Meeting on January 14, 2013
Revised and passed in the Department Affairs Meeting on November 25, 2013
Revised and passed in the Department Affairs Meeting on June 23, 2014
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Revised and passed in the Department Affairs Meeting on June 19, 2019
Revised and passed in the Department Affairs Meeting on September 16, 2019
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Article 1: Purpose and Research Fields

- (I) The doctoral program of this department aims to cultivate talent for international trade and business research and teaching, policy planning, and business administration for the nation.
- (II) The doctoral program of this department focuses on the following four research fields: international economic theory and policy, international financial theory and management, international enterprises and marketing, and international trade law.
- (III) All matters pertaining to the doctoral program of this department shall be governed by the University Act, National Chengchi University Regulations, and these Guidelines.

Article 2: Doctoral Program Assessment Committee

- (I) The Committee was established to evaluate the academic performance of doctoral students in this department, and to provide explanations and recommendations for matters pertaining to the doctoral program during department affairs meetings.
- (II) The Committee may establish detailed guidelines and operating procedures for the evaluation of students' academic performance.
- (III) The Committee shall have three to four members. The department chair is an ex-officio member, while remaining members are nominated by the department chair at the beginning of each academic year, and are appointed after being approved in a department affairs meeting.

Article 3: Admission requirements (including recruitment and direct entry)

- (I) Student Recruitments
 1. Subjects: Has a master's degree from a domestic or foreign university recognized by the Ministry of Education.
 2. Examination:
 - (1) **Student recruitment: full-time students**
 - (2) Examination items:
 - A. Written review: Includes master's program grades, autobiography, thesis, research proposal, and two letters of recommendation.
 - B. Oral examination
- (II) Direct entry
 1. Subjects: Students who have studied in a master's program of this department for one year or more and have excellent grades.
 - (1) Method: Reviewed by teachers in the Doctoral Program Assessment Committee. Applicants must pass the qualifications reviews before entering direct entry screening procedures.

(2) Required documents:

Application form, official academic transcripts for the first and second semester of the first academic year in the master's program, official academic transcripts for undergraduate study, research proposal, and representative semester reports or academic works, and letters of recommendation from at least two full-time or adjunct professors at this department or a related department in NCCU.

(3) Written review and oral examination scores each account for 50%.

(4) Candidates with higher scores will be submitted to NCCU and the Ministry of Education for approval.

Article 4: Course Requirements

- (I) Full-time doctoral students are required to be present in school for at least seven half days (one half day is three hours) every week for **at least two of the first three years**, and will **lose their qualifications as a Ph.D candidate if they fail to meet this requirement**. Students who do not meet the requirement of being in school for at least seven half days during the first year will lose their qualifications to submit their first application for the basic subject examination at the end of their first year.
- (II) Doctoral students must complete at least 24 credits before graduating (including the 1 credit required course [Academic Ethics] of the College of Commerce), and determination of credit transfer must be in accordance with the relevant regulations of NCCU.
- (III) Doctoral students must take the course Seminar on International Commerce every semester for the first two years.
- (IV) Doctoral students must choose a time to participate in the College of Commerce's doctoral program research publication camp during their first three years.

Article 5: Basic Subject Examination

(I) Basic subjects of each division are as follows:

1. International Economics Division
 - (1) Macroeconomics
 - (2) Microeconomics
 - (3) Econometrics or Quantitative Methods
2. International Finance Division
 - (1) Macroeconomics
 - (2) Microeconomics
 - (3) Econometrics or Quantitative Methods
3. International Business Administration and Marketing Division
 - (1) Methodology
 - (2) Theory

Examination subjects for two parts to be determined by the convener.
4. International Trade Law Division
 - (1) Legal Methodology
 - (2) International Economic Law

(II) Basic subject examinations are, in principle, held four weeks after the end of each semester. Application for the examination must be completed two months before the examination. **The basic subject examination for each subject is limited to three times.**

(III) **Deletion**

- (IV) Full-time doctoral students must pass the basic subject examination within their first two years. **In the event of special situations, such as basic subject scheduling, the period may be extended after gaining approval from the Doctoral Program Assessment Committee, but the extension is limited to one year.** Part-time doctoral students must pass the basic subject examination within their first three years. Those who fail to pass the examination within the specified time period will lose their qualifications and shall be withdrawn.
- (V) Drafters for the basic subject examination are teachers of the subject that year. However, this department may hire drafters from the university or external drafters after **gaining approval from the Doctoral Program Assessment Committee.**
- (VI) Doctoral students must pass the examination for basic subjects they selected to pass the basic subject examination.

Article 6: Research Performance Assessment Standards

- (I) After passing the basic subject examination, the performance of doctoral students is determined based on points accumulated through their research performance.
- (II) The number of points awarded for doctoral students' research performance is specified in the Enforcement Rules for Academic Performance Evaluations of Doctoral Students in the Department of International Business, National Chengchi University.
- (III) Calculation of doctoral students' research performance points may not include the thesis or publications completed before enrollment.

Article 7: Ph.D Candidate Qualifications

- (I) Doctoral students only qualify as Ph.D candidates if they pass the basic subject examination within the specified period and meet the following requirements:
 - 1 · Pass the oral defense for the dissertation proposal.
 - 2 · Accumulate 5 or more (inclusive) research performance points when applying for the dissertation proposal oral defense.
- (II) At the end of the third year, **doctoral students must submit a research paper along with their advisor's evaluation report and recommendations to the Doctoral Program Assessment Committee for review. Doctoral students who fail to submit the research paper or do not pass the review** will lose qualifications as a Ph.D candidate and shall be immediately withdrawn.
- (III) The oral defense for the dissertation proposal shall be openly carried out. Applications for dissertation proposal oral defenses must be submitted to the Doctoral Program Assessment Committee four weeks before the date of the oral defense.
- (IV) If doctoral students do not pass their dissertation proposal oral defense, they may submit an application again. If doctoral students fail to pass the oral defense the second time, they will lose qualifications and shall be withdrawn.

Article 8: Ph.D Conferral

- (I) Ph.D candidates may only apply for oral defense of their dissertation after accumulating 12.5 or more (inclusive) research performance points, submitting a paper that has reached the **revise and resubmit phase** of a grade A or B journal related to his/her research field specified in the Enforcement Rules for Academic Performance Evaluations of Doctoral Students in the Department of International Business, National Chengchi University, and reaching the English proficiency test standard.
- (II) The English proficiency test standard in the preceding paragraph is a TOEFL score of 550 points on the PBT, which may be converted into the following English proficiency test scores: TOEFL (PBT) - 550 points, TOEFL (CBT) - 213 points, TOEFL (iBT) - 79 points, TOEIC - 800 points, or IELTS-6 or above. Scores are effective within 4 years of the application date for oral defense.
- (III) The dissertation title and abstract must be written in Chinese in accordance with university regulations.

The dissertation shall, in principle, be written in Chinese, and prior approval must be obtained from the advisor if the student wishes to write the dissertation in other languages.

- (IV) Application for oral defense of the doctoral dissertation must be submitted to the Doctoral Program Assessment Committee at least six weeks before the date of the oral defense.
- (V) Ph.D candidates who pass the oral defense of their doctoral dissertation may submit related documents to the university for conferral of Ph.D.

Article 9: Advisor and Defense Jury Members

- (I) The advisor must be a full-time teacher of this department. When necessary, the advisor may submit an application to the Doctoral Program Assessment Committee and gain approval to appoint a professor (at most one) of a related field not in this department as a co-advisor.
- (II) The advisor may provide a list of recommend defense jury members to the Doctoral Program Assessment Committee for the oral defense of the dissertation proposal and the dissertation.
- (III) There shall be at least three oral defense jury members for the dissertation proposal and at least five oral defense jury members for the dissertation, and the number for the latter must be external defense jury members.

Enforcement Rules for Academic Performance Evaluations of Doctoral Students in the Department of International Business, National Chengchi University

Revised on January 16, 2008

Revised on June 15, 2015

- I. These Enforcement Rules were established in accordance with Article 2 of the Guidelines for Doctoral Students at the Department of International Business, National Chengchi University.
- II. The Doctoral Program Assessment Committee (hereinafter referred to as the “Committee”) may open a file to track and record the academic performance, test scores, and research performance of each doctoral student to obtain the basic information necessary for assessment.
- III. The Committee reviews and decides on the qualifications of doctoral students, application qualifications and results, and the scholarship applications and allocation for doctoral students, and makes recommendations to the department chair.
- IV. The Committee may require the advisor or mentor of each doctoral student to provide a research progress and performance report for reference during assessments.
- V. The Committee must assess the academic performance of each doctoral student each semester and notify the doctoral student of the assessment results.
- VI. The research performance of doctoral students is rated based on the following five grades:

Journal grade and score	Score
A = 35 points	(1) SCI or SSCI journal with an impact factor of 0.4 or above. (2) If there are fewer than 20 such journals, the department shall list the 20 top journals in the field (but must be an SCI or SSCI journal with an impact factor of at least 0.1).
B = 25 points	(1) Other SCI and SSCI journals. (2) Official TSSCI journal. (3) International journals that passed the evaluation for each field of the National Science Council. (4) <i>If the total number of journals for Items 1 and 2 of grade A and Items 1 and 3 of grade B do not add up to 40, the department may add non-SSCI foreign journals with anonymous review that were rated as excellent in the field and evaluation results were publicly disclosed.</i>
C = 10 points	Non-grade A and B journals with anonymous review.
D = 5 points	Proceedings of academic conferences with anonymous review of full text.

If there are co-authors, the individual score is $[\text{score} = 2/(N + 1) * \text{Score for individual publication}]$, where N is the total number of authors.

- VII. These Enforcement Rules were approved in the department affairs meeting on November 12, 2002, and became effective after announcement.

Remarks: 1. Article 7 revised on January 16, 2008.

2. Article 6 deleted by resolution of the department affairs meeting on June 15, 2015.